

~~CONFIDENTIAL~~

10:39 AM -- 4 March 1987

Note To: DA Office Directors

From:

Subject: Request for DCI Designate Briefing Material

The A/DCI has requested each Directorate to be ready to brief the DCI Designate (Judge William H. Webster) in the immediate future. Mr. Gates provided a specific format for briefing materials, which includes two pages for each Office. I am requesting that your staff prepare these materials ASAP, using the attached format.

The A/DCI wants absolutely no jargon or acronyms in the materials. The budget and staffing information should be for fiscal years 1980 and 1987, to show the trends during Director Casey's tenure. The activities and issues information should be in brief, bullet form. Each item should be self explanatory. This material will be used to brief Judge Webster before his confirmation. Thus, the material should be classified CONFIDENTIAL at most, and should not contain anything of a sensitive, operational nature.

The total briefing package for each office must not exceed two pages, and must be in the format specified by the A/DCI. Please send your input to Hank Mahoney, who will massage them into final form. Feel free to send them electronically (via AIM or the Wang). You can send them to me via AIM or to for Wang transfer. Judge Webster will be reviewing about 50 sets of Office-level packages, so it is important to stick to the overview and high points as much as possible. Thanks for your help,

Jim

~~CONFIDENTIAL~~

CONFIDENTIAL

(This is the format for the first page)

Office Name (Abbreviation)

<u>Budget:</u>	<u>1980</u> \$xx,xxxK	<u>1987</u> \$xx,xxxK
<u>Staff Personnel:</u>	<u>1980</u> x,xxx	<u>1987</u> x,xxx
<u>Total Personnel:</u>	<u>1980</u> x,xxx	<u>1987</u> x,xxx

Primary Activities:

- o ...item 1...
- o ...item 2...

Overseas Activities:

- o ...item 1...
- o ...item 2...

CONFIDENTIAL

CONFIDENTIAL

(This is the format for the second page)

Office Name (Abbreviation)

Issues vis-a-vis Congress:

- o ...issue 1...
- o ...issue 2...

Issues vis-a-vis Other Government Agencies:

- o ...issue 1...
- o ...issue 2...

CONFIDENTIAL

Page Denied

Next 3 Page(s) In Document Denied